

03020 BUSINESS TEACHER EDUCATION STANDARDS

Institutions will be expected to demonstrate the use of performance assessments within their programs. Examples of such assessments will be provided by the Education Standards and Practices Board as guidelines. Institutions are not restricted to using the given examples, but may develop others that demonstrate candidates' ability to apply what they have learned in the K-12 school setting.

The following standards pertain to programs preparing business education teachers. Programs preparing vocational business teachers must, in addition, meet the requirements set by the North Dakota Department of Career and Technical Education.

03020.1 The program requires study of planning, organizing, and administering a business education program. This shall include business and office technology, computer information systems, workplace skills and career opportunities, and advising a student organization in business. The program uses a variety of performance assessments of candidates' understanding and ability to apply that knowledge.

Examples of performance assessments may include how to:

- design activities that foster the development of "soft skills", such as appropriate communication, human relations, and teamwork skills.
- describe a comprehensive business education program for the school setting.
- develop a plan of activities for a business education student organization in accordance with the organization's handbook.
- develop a program administration plan that could include inventories of equipment, records of maintenance, and a department budget.

03020.2 The program requires study in the various business education areas including accounting (6 semester hours), computer and information systems, general business subjects (6 semester hours), keyboarding (3 semester hours), and business communications, current technology applications (12 semester hours). The program uses a variety of performance assessments of candidates' understanding and ability to apply that knowledge.

Examples of performance assessments may include how to:

- utilize correct accounting procedures for both manual and automated systems.
- design a project-based activity appropriate for middle level or high school that incorporates knowledge from three or more areas in this standard.
- demonstrates ability to utilize current computer software applications.

03020.3 The program requires study of economic systems, business organizations, legal/ethical implications, and entrepreneurship, including global and technological aspects. The program uses a variety of performance assessments of candidates' understanding and ability to apply that knowledge.

Examples of performance assessments may include how to:

- compare types of business ownership by interviewing owners of various business organizations.
- explore the role of small business ownership and develop a business plan for a sole proprietorship.
- evaluate how society is being shaped by information technology trends.
- explore the contributions of diverse cultures in shaping today's business economy.

03020.4 The program prepares the teacher education candidate to teach comprehensive business education at the middle level and high school. Teachers are also prepared to assist in keyboarding and computer literacy instruction at the elementary level. Students may also select an area(s) of specialization. The program uses a variety of performance assessments of candidates' understanding and ability to apply that knowledge.

Examples of performance assessments may include how to:

- coordinate keyboarding activities with the elementary classroom teacher that will enhance the language arts curriculum.
- develop lessons that deliver business content (such as career exploration or business communication skills) appropriately to various grade levels.
- compare and contrast various keyboarding software packages.

03020.5 The program requires studying the methods of teaching business education. This includes current trends in business education with an examination of a variety of teaching methods and techniques. The program uses a variety of performance assessments of candidates' understanding and ability to apply that knowledge.

Examples of performance assessments may include how to:

- incorporate workplace learning opportunities.
- use demonstration techniques in lab settings.
- demonstrate strategies for overseeing student use of business technology.
- adapt business curriculum for special needs students.
- utilize various teaching resources (such as the internet or community resources) to develop and update lesson plans.

03020.6 The program requires the study of current, appropriate instructional technologies. The program uses varied performance assessments of candidates' understanding and abilities to apply that knowledge.

Examples of performance assessments may include how to:

- demonstrate appropriate use of various technologies within their instructional practices.
- select and use appropriate technology tools specific to business education.

- use technology to effectively manage communications, instructional planning, and record keeping.

History

Revised August 12, 2005, mandatory for visits July 1, 2006.

Revised January January 28, 2004, mandatory for visits July 1, 2006.

(Effective date August 1, 2002, mandatory for visits August 1, 2004)